CEDAR COMMUNITY

Maintenance Technician (HVACR)

Department: Building Maintenance

Job Status: ALL

FLSA Status: Non-Exempt

Reports To: EVS Building Manager

Grade/Level: Degree in mechanical training beyond high school

Amount of Travel Required: 30-40%

Work Schedule:

This is a full time position. On-Call Duty for Weekends and holidays differ slightly than normal workdays.

Positions Supervised:

None

POSITION SUMMARY

The Maintenance Technician performs duties that are skilled and technical in nature including preventive maintenance and the troubleshooting and repair of plant equipment and building systems owned and operated by Cedar Community.

ESSENTIAL FUNCTIONS

- Repair or replace defective equipment parts using hand tools and power tools, and reassemble equipment.
- Performs routine maintenance of HVAC equipment and related components including control systems, boilers, pumps, chillers, air handlers, generators, water treatment, sewer systems and other equipment that pertains to these systems.
- Able to perform the duties of the General Building Maintenance position.
- Use tools ranging from common hand and power tools, such as hammers, drills, and wrenches to precision measuring instruments and electrical and electronic testing devices.
- Able to perform minor plumbing repairs.
- Maintain service records for equipment in appropriate logbooks.
- Check and modify as necessary room temperatures via the computer.
- Record maintenance and repair work performed and the costs of the work.
- Clean and lubricate shafts, bearings, gears, and other parts of machinery.
- Maintain water systems including softeners, Somat (HCC kitchen), well pressure tank and other equipment as required.
- Operation and maintenance of the building HVAC automation system.
- Order parts, supplies, and equipment from catalogs and suppliers, or obtain them from storerooms.
- Regular inspection of mechanicals in Cedar Community buildings.
- Repair and preventive maintenance of commercial food preparation equipment. Factory training where applicable.
- Align and balance new equipment after installation.
- Maintain and repair specialized equipment and machinery found in cafeterias, laundries, offices, and outbuildings.
- Estimate repair costs.
- Cleanliness of work areas including shops, storage, mechanical rooms, electrical rooms, and other equipment rooms located in the facility.
- Attend department meetings, workshops, and professional education periods as scheduled.
- Attend and participate in various training programs that will enhance performance on the job.

- Setting up and testing of new equipment as requested.
- Campus security and monitoring as assigned.
- Follows established policies/procedures regarding safety.
- Index and enter new equipment in the AAOD Program.
- Able to be reached in emergencies and share call duty on a rotating basis.
- Special projects as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Judgment - The ability to formulate a sound decision using the available information.
- Organized - Possessing the trait of being organized or following a systematic method of performing task.
- Time Management/Productivity - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education

Possess a high school diploma. Degree in Mechanical, electrical, or trade degree and/or equivalent experience beyond high school level is desirable.

Experience

One to two years related experience

SKILLS & ABILITIES

Computer Skills

Basic Computer Knowledge

Certificates & Licenses

Possesses and maintains a valid Wisconsin driver's license.

Other Requirements

Possesses general knowledge of HVACR equipment including, but not limited to chillers, boilers, air handlers,

and generators. Must be able to read, understand and interpret technical manuals, knowledgeable and remain current on Federal, State and Local codes governing the building operation systems, and able to troubleshoot and diagnose building systems and equipment.

PHYSICAL DEMANDS

Physical Abilities		**Lift /Carry**	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	C (Constantly)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	F (Frequently)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)		
Climb	O (Occasionally)		
Crawl	O (Occasionally)		
Squat or Kneel	F (Frequently)		
Bend	F (Frequently)		

Push / Pull	
12 lbs or less	C (Constantly)
13-25 lbs	C (Constantly)
26-40 lbs	C (Constantly)
41-100 lbs	F (Frequently)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound (Be able to hear voice activated fire alarms, Communication equipment such as two-way radios, cell)

Sense of Smell

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (ear and eye protection, gloves, face masks, gowns, and others as required)

WORK ENVIRONMENT

Environment is diverse and varies upon the location and the circumstance. Controlled indoor conditions predominate although occasional exposure to extreme environmental conditions such as cold and heat. There is exposure to potentially dangerous chemicals.

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Cedar Community
EVS Maintenance Technician
Skills Inventory

Name:_____ **Date:**_____

Directions: Review the each task in the Skills Inventory list. On the line next to each task:

- **Place the letters N/A if the skill is not applicable to your job.**
- **Place the number 1 if you have limited or no knowledge on how to do the task.**
- **Place the number 2 if you have some experience but cannot independently complete the task.**
- **Place the number 3 if you are able to independently complete the task.**

Chillers

_____ **1. Clean Condenser Coils, flush pan strainer**
_____ **2. Check Condenser Fan, Mounts and Blades**
_____ **3. Check Compressors and Refrigerant Lines for Leaks**
_____ **4. P. M. on Circulating Pumps**
_____ **5. Check closed Loop Treatment**
_____ **6. Check closed Loop Pressure, Monitor Expansion Tank**
_____ **7. Manual Start Chiller**
_____ **8. Monitor Run Conditions**
_____ **9. Auto Start by S-2020**
_____ **10. Check Electrical Disconnects and Starters**
_____ **11. Inspect and clean float assemblies**
_____ **12. Inspect auto fill valve operation**
_____ **13. Replace drive belt if equipped**
_____ **14. Lube motor and pump(s) and bearings**
_____ **15. Oversee chemical treatment of cooling towers**
_____ **16. Monitor refrigerant leak detector**

Boilers

_____ **1. Check Circulating Pumps**
_____ **2. Exercise Isolation Valves Closed Loop**
_____ **3. Manual start, Sequence Operation (using R&D Modulator as appropriate)**
_____ **4. Change Boiler Leads (using R&D Modulator as appropriate)**
_____ **5. Check Operations**
_____ **6. Test Pressure Relief Valve**
_____ **7. Test Close Loop Chemicals**
_____ **8. Monitor Close Loop Pressure, Check Expansion Tank**
_____ **9. Auto Start via S-2020 as appropriate**
_____ **10. Check Safety Devices**
_____ **11. Inspect and clean Boiler Tubes, Burner Chambers**
_____ **12. Check Ignition System, clean and reassemble burners**
_____ **13. Run Flu Efficiency Test**
_____ **14. Perform combustion analysis**
_____ **15. Adjust burners for maximum efficiency**

Air Handlers

_____ **1. Clean interior, exterior, change filters per air differential**
_____ **2. Clean Coils**
_____ **3. Clean Fresh Air Intakes**
_____ **4. Check Drive Belts, Proper Belt Adjustment**
_____ **5. Check Sheave Wear**
_____ **6. Inspect and lubricate blower bearings**
_____ **7. Check Close Loops for leaks**

_____ **8.** **Exercise Isolation Valves**
_____ **9.** **Check Circulator Pump for Hot Deck**
_____ **10.** **Monitor and change S-2020 Parameters**
_____ **11.** **Check Damper Operations, Air Leaks, Pneumatics**
_____ **12.** **Inspect and test Freezstat switches**
_____ **13.** **Inspect and clean condensation drain pan and lines**
_____ **14.** **Test, adjust and calibrate economizer actuators**
_____ **15.** **Grease motors and bearings on blowers**
_____ **16.** **Inspect pulley condition**
_____ **17.** **Inspect electrical connections**
_____ **18.** **Inspect contactors**
_____ **19.** **Start up and test all operations**
_____ **20.** **Drain Cold Deck for Winter Operations (where applicable)**

Water Softeners

_____ **1.** **Add Salt**
_____ **2.** **Test Hardness**
_____ **3.** **Bypass Softeners**
_____ **4.** **Manually Regenerate Softeners**
_____ **5.** **Clean Brine Tank**
_____ **6.** **Set Raw Water Level in Brine Tank**
_____ **7.** **Clean Resin Bed**

Generator

_____ **1.** **Check Fuel Tank Fuel Level – Leaks**
_____ **2.** **Check Day Tank**
_____ **3.** **Clean Air Intakes, Exhaust Gills & Screens**
_____ **4.** **Exercise Generator per Log Check List**
_____ **5.** **P. M. Unit per O & M Manual**

Exhaust Fan Inspection

_____ **1.** **Inspect and replace belt(s)**
_____ **2.** **Inspect pulleys**
_____ **3.** **Inspect electrical connections**
_____ **4.** **Grease bearings if equipped**
_____ **5.** **Lube motor as needed**
_____ **6.** **Verify direction of fan rotation**

Sewer System

_____ **1.** **Monitor and maintain sewer system chemicals including sampling, adjusting flow rates and other duties.**
_____ **2.** **Monitor and maintain the pumping system including the pumps, check valves and overflow tanks.**
_____ **3.** **Oversee the maintenance of the grease trap system**